



Superior Court of California County of Ventura

800 South Victoria Avenue
Ventura, CA 93009
P.O. Box 6489
Ventura, CA 93006-6489

<http://www.ventura.courts.ca.gov>



APPLICATION FOR EMPLOYMENT

Title of Position Applying For		Social Security Number	Please check preferred work location: Hall of Justice - Ventura East County Courthouse – Simi Valley Oxnard Locations
First Name	Middle Name	Last Name	
Address			
City	State	Zip	Do not write in this space. For HR use only MQ by _____ Yes No
Phone Number Day: _____ Evening: _____		e-mail _____	

1. DRIVER'S LICENSE: Some positions require possession of a driver's license in order to perform the duties of the job.
Do you have a valid California Driver License? Yes No

If yes, provide the following information:

Expiration Date	Driver's License No	Class
-----------------	---------------------	-------

2. ELIGIBILITY TO WORK IN THE U.S.: Are you a United States citizen, or do you have authorization to work in the United States? Yes No

3. Have you ever worked for a Court before? Yes No

If yes, please provide the name of the Court and employment dates:

Court Name _____ Employment Dates: _____

4. LANGUAGE SKILLS: Do you speak, read or write any language other English? Yes No

If yes, indicate Language(s):

_____	Speak	Write	Read
_____	Speak	Write	Read
_____	Speak	Write	Read

5. Do you have any relative(s) currently employed by Superior Court of California, County of Ventura? Yes No

If yes, please complete:

Employee Name _____ Relationship: _____ Court Location: _____

Employee Name _____ Relationship: _____ Court Location: _____

6. EDUCATION / TRAINING: Only education and training that relates to the qualifications required for which applying need to be listed. Check the appropriate box if you possess one of the following:

High School Diploma

G.E.D. Certificate

California High School Proficiency Certificate

Provide the highest grade or education level achieved: _____

Name/ Location of School	Course of Study	# of Units Completed	Did you graduate?	Degree/Diploma Earned

List valid licenses, certification and licenses of professional or vocational competence or other special training related to the qualifications required for the position for which you are applying for:

Certificate or License	Agency/School	Date Completed	Professional Registration Title	Number	Expiration Date

7. EXPERIENCE: Complete all sections regardless of whether you attach a résumé. Begin with your most recent job, then list separately the Payroll Title for all jobs, volunteer experience and any periods of unemployment in the last ten years. If your application is incomplete, it will be rejected. Experience is evaluated on the basis of a verifiable 40-hour workweek. If additional space is needed, attached additional sheets following the same format.

Name of Employer		Employer Address	
Position Title		Description of Duties	
Dates Employed From To (Month/Year)			
Total Hours Months per week			
Salary \$ Hourly Monthly Annually			
Reason for leaving			
Work Location/Division		Name of Supervisor Phone Number	

Name of Employer		Employer Address	
Position Title		Description of Duties	
Dates Employed From To (Month/Year)			
Total Hours Months per week			
Salary \$ Hourly Monthly Annually			
Reason for leaving			
Work Location/Division		Name of Supervisor Phone Number	

Name of Employer	Employer Address		
Position Title	Description of Duties		
Dates Employed From (Month/Year) To			
Total Months Hours per week			
Salary \$ Hourly Monthly Annually			
Reason for leaving			
Work Location/Division	Name of Supervisor	Phone Number	

Name of Employer	Employer Address		
Position Title	Description of Duties		
Dates Employed From (Month/Year) To			
Total Months Hours per week			
Salary \$ Hourly Monthly Annually			
Reason for leaving			
Work Location/Division	Name of Supervisor	Phone Number	

Name of Employer	Employer Address		
Position Title	Description of Duties		
Dates Employed From (Month/Year) To			
Total Months Hours per week			
Salary \$ Hourly Monthly Annually			
Reason for leaving			
Work Location/Division	Name of Supervisor	Phone Number	

8. VETERAN'S PREFERENCE CREDIT: Five points are added to the **passing** examination score or rating of a veteran who served:

- During a war; **or**
- During the period April 28, 1952 through July 1, 1955; **or**
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; **or**
- During the Gulf War from August 2, 1990, through January 2, 1992; **or**
- In a campaign or expedition for which a campaign medal has been authorized.

To receive preference, a veteran must have been separated from active duty in the Armed Forces with an honorable or general discharge.

DD214, Certificate of Discharge or Separation from Active Duty or other official documents issued by the branch of service are required as verification of eligibility for Veteran's preference. If you are unable to provide any documentation at the time of filing, the 5 points will be withheld until such requirement is fulfilled.

Do you claim Veteran's Preference Credit? Yes No

SEPARATION FROM EMPLOYMENT UNDER UNFAVORABLE CONDITIONS

9. While serving a probationary period or on a similar type of on-the-job trial period, have you ever resigned or were you ever terminated, discharged, released? Yes No

10. Have you ever been terminated from any employment, or did you resign while you were under investigation, or after being informed discipline would be taken, or under any other unfavorable circumstances? Yes No

If the response to Question 9 and/or 10 is "yes", provide the requested information below (attach additional pages if necessary) provide the name and address of the employers, reason for each release, and dates of employment. This is not necessarily a bar to employment. Each case is given individual consideration based on job related duties. Employees of the Superior Court of California, County of Ventura must disclose all failures of probationary periods while employed by the Court but are not required to list such failures or terminations of employment occurring prior to original Court appointment.

Name of Employer	
Address of Employer	
Telephone Number	Dates of Employment
Reason for Release	

ARREST AND CONVICTION INFORMATION

Pursuant to California Labor Code section 432.7, the Court, as a criminal justice agency, may inquire about arrests including those that did not result in convictions.

Proper conduct by Court employees inspires public confidence and trust in the Court and conveys the values of impartiality, equality and fairness that brings integrity to the Court's work. Court employees are expected to demonstrate, through both words and actions, the highest level of personal integrity and honesty in all professional and personal dealings. Employees are also to refrain from any perceived or actual impropriety including violating the law.

The Court conducts criminal background checks on candidates to whom it makes offers of employment. Existence of a criminal record is not an automatic bar to employment. In evaluating an applicant's suitability for Court employment, the Court will consider such factors as the nature and recentness of the offense(s), the number of offenses and any mitigating circumstances.

11. Have you ever been convicted of an offense(s) in any criminal or military court or has a juvenile court petition(s) ever been filed against you and found true? *(Note: Exclude any offense(s) which resulted in the successful completion of a deferred entry of judgment program(s) (pre-trial diversion) or any offense(s) where the court record has been sealed. Convictions for marijuana-related offense that are more than two years old need not be listed).* Yes No

12. Are you currently being charged, or have you ever been charged, for any violation(s) of law other than minor traffic violations, examples of minor traffic violation include driving without a license, or with a suspended license, speeding, failing to obey signal, etc. Please note the "driving under the influence" and "reckless driving are not minor violations. Yes No

13. Have you ever been arrested or detained by any law enforcement agency or military authority including any arrests while a juvenile? (Note: Exclude any offense(s) which resulted in the successful completion of a deferred entry of judgment program(s) (pre-trial diversion) or any offense(s) where the court record has been sealed). Yes No

If the response to Question 11, 12 and/or 13 is “yes”, provide the requested information below (attach additional pages if necessary).

Date	Offense & Location (City/State)	Disposition

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

In understand that upon request I may receive copies of public records the Court obtains in the process of conducting a criminal background check on me.

Applicant's Signature

Date

Recruitment Research: Indicate how you learned about this position.

Newspaper

Notice e-mailed to me by Court

Court Employee Referral

Internet Site, specify:

Monster

Court Internet

Governmentjobs.com

Other Journal of Publication, specify _____

Business/Social/Community Organization _____

Other, specify _____

EQUAL EMPLOYMENT OPPORTUNITY

To assist the Superior Court of California, County of Ventura in its commitment to Equal Employment Opportunity, applicants are asked to voluntarily provide the following information. This questionnaire will be separated from the application prior to the examination and will not be used in any employment decisions. Government Code Section 19705 authorizes the Superior Court of California, County of Ventura to retain this information for research and statistical purposes.

Age: Under 21 21-39 40-69 70 and over **Gender:** Male Female

Ethnic Category (Please check one box that best describes your race/ethnicity)

American Indian or Alaskan Native- Persons having origins in any of the tribal peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

Asian/Pacific Islander: Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes China, Japan and Korea.

Black/African-American: Persons having origins in any of the black racial groups of Africa.

Filipino: Persons having origins in any of the original peoples of the Philippine Islands.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture, regardless of race

White/Caucasian – Persons having origins in any of the in any of the original peoples of Europe, North Africa or the Middle East

Other: (Specify) _____

Disability: Check here if you need accommodation during the examination process.